



## Instructions on How to Update your User Profile

### Here's what to do

**STEP 1:** Log into **SATERN**.

**STEP 2:** Under the **Personal** tab, click on **Profile** to get to your own Profile. Before taking any training, each user must verify and update their user profile. Specifically, everyone should verify that they have the **correct supervisor assigned, valid e-mail address, and telephone number.**

The screenshot shows the SATERN System for Administration, Training, and Educational Resources for NASA. The user is logged in as Natalie Pastorin. The 'Personal' tab is selected, and the 'Profile' link is highlighted. The 'Edit Custom Columns' and 'Apply Changes' buttons are also highlighted. The 'Employment & Account Information' section shows fields for First Name (Natalie), Last Name (Pastorin), Middle Initial (G), and Learner ID (C. Pastorin).

**STEP 3:** To save your changes, click on the **Apply Changes** button.

### It is important that all employees verify the following under their **Profile**:

- ☐ **SUPERVISOR FIELD** – Review the ***How do I verify my Supervisor?*** section of this handout for detailed instructions.
- ☐ **CUSTOM FIELDS** – Click on ***Edit Custom Columns*** to view the **Custom fields**. To save your changes, click on the ***Apply Changes*** button.

#### **Note on Custom fields:**

→ Civil Service Employees, **do not change** any Custom Field except for the ***Supervisor's By-pass Flag*** field. If your supervisor was incorrect and you do not want that name that you just assigned to be overwritten during the weekly FPPS download, you must also update the ***Supervisor's By-pass Flag*** field by setting the field to **Yes**. Any other custom field that you update will be overwritten back to what ever information is maintained in FPPS.

→ Contractors and Military Personnel, verify the ***Company Name*** field. This is the only custom field that pertains to you. All other fields are only applicable to NASA Civil Service employees. If the ***Company Name*** field is incorrect or blank, click on the ***Picker icon*** next to this field to search and select an appropriate listing. You can also enter the appropriate answer in the field.

Login to SATERN at <https://satern.nasa.gov>

## ➤How do I verify my Supervisor?

**Note:** Contractors and Military Personnel must verify that the Supervisor field lists your government Technical Representative (TR). If the name listed is incorrect or blank, click on the *Picker icon* next to the **Supervisor** field then, search and select your supervisor or TR.

### Here's what to do

**STEP 1:** Click on the *Picker icon* to get to the **Search Supervisor** window then, follow directions to refine your search.

**HINT:** Clear the pre-populated text in the **By ID** field before executing the search.

The screenshot shows the SATERN interface. On the left, the 'Employment & Account Information' section has a 'Supervisor' field with a picker icon. A red dotted line leads from this icon to a 'Search Supervisors' window on the right. In this window, the 'By ID' field is circled in red and contains the text 'HQ-Contractor'. Other search criteria like 'Last Name', 'First Name', and 'Email Address' are also visible.

**STEP 2:** Click on **Select** to choose your correct Supervisor.

The screenshot shows the 'View Supervisors Results' window. It contains a table with the following data:

Supervisor Name	Email Address	Phone Number	
BREWSTER, BILLY J	bill.j.brewster@nasa.gov	2023583788	Select
BREWSTER, HENRY L	Henry.L.Brewster@nasa.gov	2565441607	Select
BREWSTER, LINDA L	Linda.Brewster@nasa.gov	2565440169	Select
BREWSTER, PAUL F	Paul.F.Brewster@nasa.gov	7578646574	Select
BREWSTER, STEVE	Steve.Brewster@nasa.gov	2565441133	Select

The 'Select' button in the first row is circled in red.

**STEP 3:** To save your changes, click on the **Apply Changes** button.

The screenshot shows the 'Profile' page after the supervisor has been updated. The 'Supervisor' field now shows 'BREWSTER, BILLY J'. The 'Apply Changes' button is circled in red.